

PROGRAM SOLICITATION
for a Cooperative Agreement to

**Develop and Host the 2008 and 2009 WebWise Conferences
In Cooperation with the Institute of Museum and Library Services**

DEADLINE FOR APPLICATIONS: June 18, 2007

Proposals in response to this solicitation will be submitted through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications submitted on or before **June 18, 2007**.

All applicants must register with Grants.gov before submitting their applications. The multi-step registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete the registration process. Step-by-step instructions for registering and submitting applications through Grants.gov are available at www.grants.gov/GetStarted. Note that extra time should be allowed for validation of applications by Grants.gov following submission. Applicants who have problems registering, or submitting their applications, should call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov customer service hours are 7:00 AM to 9:00 PM eastern time, Monday through Friday.

Applicants will need to locate the IMLS WebWise application package at www.grants.gov. **The Funding Opportunity Number is WW-CA-07.**

For information about this solicitation, please contact:

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The Institute of Museum and Library Services

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. Its mission is to grow and sustain a "Nation of Learners," because lifelong learning is essential to a democratic society and individual success. Through its grant making, convenings, research, and publications, the institute empowers museums and libraries nationwide to provide leadership and services. IMLS supports all types of museums, from art and history to science and zoos, and all types of libraries and archives, from public and academic to research and school. IMLS encourages collaboration and partnership between and among libraries and museums to maximize their impact and magnify the use of their resources. A primary focus of IMLS programs is the development of technological and digital resources and linkages among and between libraries and museums.

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Introduction

The rapid pace of technological change today poses many challenges for libraries and museums as they strive to meet the rising expectations of audiences and utilize new technologies to enhance services and develop new programs. In this solicitation IMLS invites proposals for a cooperative agreement to develop and host the 2008 and 2009 WebWise Conference on Libraries and Museums in the Digital World. The WebWise Conference highlights exemplary projects to improve library and museum services using technology. It brings together library and museum professionals from across the country, as well as nationally-recognized experts in technology from a variety of disciplines to discuss issues of mutual concern. The WebWise Conference showcases the impact of federal funding in developing models and best practices and provides input to IMLS from presenters and attendees. A goal of IMLS in supporting the conference, and in seeking a cooperating organization to assist in developing the program, is to encourage broad geographic participation and input. To achieve this goal, IMLS seeks to offer the 2008 conference in the South. The 2009 conference is planned for Washington, DC. The award will be for a two-year period, with the second year of funding contingent upon successful completion of the 2008 conference, availability of federal funds, and approval of the IMLS Director.

I.B. Background

IMLS has supported the WebWise Conference since 2000. Cooperating organizations have included the University of Missouri at Columbia, Johns Hopkins University, the University of Illinois at Chicago, and OCLC, Inc. (in partnership with the J. Paul Getty Trust).

The conference themes and locations have been:

2000	Washington, DC	Libraries and Museums in the Digital World
2001	Washington, DC	The Digital Divide
2002	Baltimore, MD	Building Digital Communities
2003	Washington, DC	Sustaining Digital Resources
2004	Chicago, IL	Sharing Digital Resources
2005	Washington, DC	Teaching and Learning with Digital Resources

2006	Los Angeles, CA	Inspiring Discovery, Unlocking Collections
2007	Washington, DC	Stewardship in the Digital Age: Managing Museum and Library Collections for Preservation and Use

I.C. Dates

The WebWise Conference dates will be scheduled between February and May, 2008, and between February and May, 2009. Preferred dates are mid-February to mid-March. The WebWise Conference dates must avoid conflicting with the dates of other major library and museum meetings.

I.D. Themes

The conference themes and programs, including speakers and agendas, for each year will be selected and planned by IMLS in collaboration with the award recipient (hereinafter the “Cooperator”). Applicants may suggest potential themes and programs in their proposals. Applicants should discuss the reasons for their interest in partnering with IMLS to co-host the WebWise Conference and their suitability for serving in this capacity. Applicants should discuss their relationship to the library and/or museum communities and should demonstrate an understanding of the technology issues currently facing libraries and museums.

I.E. Scope

The Institute of Museum and Library Services (IMLS) invites proposals to develop and host the 2008 and 2009 WebWise Conferences. The Cooperator will make the conferences available at no charge to qualified participants. The Cooperator’s staff will work closely with IMLS while developing the 2008 and 2009 conferences. The Cooperator will also arrange for meeting logistics, preferably utilizing the services of an experienced meeting planner approved by IMLS.

The Cooperator will be responsible for developing and hosting the following meetings in 2008 and 2009:

- **Main Conference** The main conference includes an Opening Reception, one full day of presentations and demonstrations, and one concluding half-day of presentations and discussion. IMLS has found that the ideal days of the week are Sunday-Tuesday or Wednesday-Friday. Up to 350 participants are expected for the main conference, drawn from all sectors of the library and museum communities nationwide, and including educators, systems scientists, and other related professionals. Some international participants may be

expected. No registration fees will be charged. The budget for the Main Conference should include the Opening Reception on the evening prior to the first day of the conference, a working lunch for participants on the first day of the conference, and continental breakfast for both days of the conference. Travel and lodging expenses for up to 18 speakers and 12 project demonstrators will be covered for the entire main conference, excluding pre-conferences.

- **Pre-Conference Workshops** In addition to the main conference, it is anticipated that two half-day pre-conference workshops will be offered on the day prior to the opening of the main conference. Registration of 100 for each workshop is anticipated. The budget for the Pre-Conference Workshops should include continental breakfast for participants in the morning pre-conference and a working lunch for participants who register for both the morning and afternoon pre-conferences. Travel and lodging expenses for up to 12 pre-conference workshop instructors will be covered for the entire conference, including the pre-conference workshops.

It will be the responsibility of the Cooperator, in consultation with IMLS, to:

- Work collaboratively with IMLS in developing the conference themes, speakers and agenda. IMLS will approve the final agenda.
- Provide a conference coordinator as IMLS liaison with responsibility for scheduling planning conferences and ensuring that deadlines are met (coordinator's time may be contributed as institutional cost-share or may be paid from awarded funds, provided the applicant explains how the regular duties of a full-time professional staff member serving as coordinator will be covered during the award period).
- In consultation with IMLS, select conference dates based upon hotel availability and other factors as appropriate, including avoiding conflicts with other major library and museum meetings.
- Arrange for conference hotel to provide meeting rooms for all sessions of the 2008 and 2009 WebWise Conferences and sleeping rooms at best-available rates for all participants requiring accommodations, as well as audiovisual support for sessions and catering for registered participants.
- Organize and host the Opening Reception, including provision of transportation to and from the conference hotel to the reception as required (note that federal funds may not be used for this activity).
- Coordinate all logistics with the conference hotel.

- Publicize and promote the conference to appropriate library and museum organizations and associations.
- Create and maintain a conference Web-site including information about the conference themes, speakers, agenda and on-line registration.
- Coordinate communication with IMLS, speakers and participants.
- Arrange travel and pay expenses for speakers at best-available rates (estimated 18 speakers and 12 project demonstrators for main conference; estimated 12 pre-conference workshop instructors).
- Facilitate speakers presentations at the conference, including obtaining and pre-loading speakers' PowerPoint presentations and handout materials for dissemination to participants, obtaining speakers' permissions for all dissemination media.
- Print program brochures using a quality color offset printing facility; copy and design to be developed in collaboration with IMLS.
- Prepare participant notebooks including speaker handouts.
- Arrange for the conference to be video recorded for dissemination as live Webcast. Audio and video should be recorded, edited, and delivered to IMLS in formats suitable for dissemination after the conference by the following methods: downloadable/streaming video files or web-enabled PowerPoint presentations synchronized with audio. Prepared files should be delivered to IMLS within one month following the conference for posting on the IMLS web site.
- Arrange for consultant to prepare a written summary of proceedings of pre-conferences and main conferences for publication via print and/or Web.
- Arrange for printing of up to 2,000 copies of 20 page summary of proceedings using a quality color offset printing facility; copy and design to be developed in collaboration with IMLS.
- In consultation with IMLS, prepare all conference signage, participant roster and participant name badges.
- Distribute, collect, and analyze conference evaluation forms completed by participants, preferably online (instrument to be developed with IMLS).
- Monitor expenditures to ensure that all are within budget and appropriate; pay incurred expenses upon IMLS approval of invoices.

I.F. Estimated Timeline (2008 Conference)

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
July 30, 2007	Cooperative Agreement Awarded	IMLS
September 1	Task List Developed	Cooperator/IMLS
October 1	Draft Agenda Developed	Cooperator/IMLS
November 1	Hotel/Meeting Contracts Awarded	Cooperator
December 1	Conference Website and Online Registration Posted	Cooperator
January 15	Advance Publicity Completed	Cooperator/IMLS

Please note that the dates of the 2009 conference will be determined by the Cooperator in consultation with IMLS, contingent upon successful completion of the 2008 conference, availability of federal funds, and approval of the IMLS Director.

SECTION II. ELIGIBILITY INFORMATION

All types of libraries, except federal and for-profit libraries, and all types of public and not-for-profit museums are eligible. Eligible libraries include public, school, academic, special, private, archives, library agencies, and library consortia. Research libraries that are not part of a university or college are eligible, if they provide public access to services and materials suitable for scholarly research and not otherwise available to the public.

Eligible museums include aquariums, arboreta and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, zoological parks, and museum consortia. Federally operated and for-profit museums may not apply for IMLS funds.

Institutions of higher education, including public and not-for-profit universities and colleges, are eligible. Graduate schools of library and information science and museum studies may apply as part of an institution of higher learning.

In addition, professional associations serving the museum or library field are eligible.

SECTION III. AWARD INFORMATION

III.A. IMLS anticipates awarding only one (1) Cooperative Agreement.

III.B. Awards under this program will be up to \$500,000. No cost sharing is required, but cost sharing will be considered as an evaluation factor.

III.C. The award will be for a maximum of two (2) years from date of award. Funds for the 2009 conference will be released contingent upon successful completion of the 2008 conference, availability of federal funds, and approval of the IMLS Director.

III.D. The estimated award date is July 30, 2007. IMLS will notify all applicants of final decisions. No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded.

III.E. IMLS will work closely with the recipient of the Cooperative Agreement to identify themes, speakers, and agendas for the 2008 and 2009 conferences. IMLS will also consult with the recipient of the Cooperative Agreement on other matters and activities set forth in the Scope of Work in Section I.E.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

IV.A. The application package is downloaded from Grants.gov. Electronic application packages are obtained directly from www.Grants.gov. Applicants will need to locate the WebWise RFP package on the site. To locate the package:

1. Go to www.Grants.gov to obtain the electronic application package for the Web Wise RFP.
2. In the left-hand column, click on "Apply for Grants," then click on "Download a Grant Application Package and Instructions." Under "Find," click "Download Grant Application Packages."
3. This will take applicants to the "Download Application Package" screen. On this screen, enter one of the numbers found in the box below to locate the Web Wise RFP application package and click on "Download Package." Applicants will need to know the following to locate the package:

CFDA No: 45.313 Funding Opportunity Number: WW-CA-07

4. When an applicant starts to download an application, two items need to be downloaded:

- Application Instructions— This package contains the grant application guidelines (which include instructions for completing the application) and the IMLS forms for budget, program information, and any others related to this specific program.
- Application Package— This package has the face sheet (SF-424s, “Application for Federal Domestic Assistance/Short Organizational Form”) and the Attachments form.

Applicants need to download both of these packages to have all of the materials and forms necessary to complete the application.

Information about completing and attaching forms and other documents in the Grants.gov application can be found at:
http://www.imls.gov/applicants/grants/pdf/L21_2007.pdf, pages 19-23.

IV.B. Proposals in response to this solicitation must be submitted on or before June 18, 2007.

For information about this solicitation, please contact:

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IV.C. Any proposal received after the time specified for receipt will not be considered unless (1) it is the only proposal received, or (2) it offers significant cost or technical advantage, and it is received before an award determination has been made.

IV.D. In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. This number is required for registration at Grants.gov.

IV.E. Format

All attachments must be formatted as PDF files. No other format will be accepted. The application narrative must be no more than ten pages, and must address the proposal Evaluation Criteria listed in Section V in the order presented there, with each response numbered, and must:

- Be addressed in the order presented, and must be identified using headings, bold type, or a list of references to page or section numbers to guide reviewers in their evaluation.
- Provide sufficient information for reviewers to evaluate all Evaluation Criteria.
- Conform to the space limits of ten single-spaced, one-sided pages.
- Use 8.5 by 11 inch format.
- Leave a margin of at least 0.5 inch on all sides.
- Have each page numbered.
- Use a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

IV.F. Content

Proposals in response to the solicitation shall include:

--A Face Sheet (also referred to as SF-424S). Instructions on how to complete the Face Sheet can be found at http://www.imls.gov/applicants/grants/pdf/L21_2007.pdf, pages 24-35.

--A Narrative that includes:

- A project design covering all elements and activities listed in the Scope of Work in Section I.E.
- A publicity plan demonstrating sufficient resources and knowledge to publicize the conference widely to likely participants.

--A proposed Task List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Task List must correspond to the activities described in the Narrative. It must include each major activity for which direct costs are requested from IMLS. It must indicate milestones for completion of each major project activity and show how award funds are to be spent over the course of the project.

--Budget

The proposal must include a Detailed Budget for the proposed project, a Summary Budget, and a Budget Justification that explains the elements of the Detailed Budget. Instructions on how to complete the Budget forms can be found at http://www.imls.gov/applicants/grants/pdf/L21_2007.pdf, pages 30-32. Note that the line item for student support on the form will not apply to this solicitation. Applicants may create their own budget forms as long as all items of information included in the forms are included.

- Only costs attributable to achieving specific project activities should be included in the budget.
- The Detailed Budget should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the

applicable federal cost principles, auditable, and incurred during the award period.

- For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected.
- The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play, and should justify all proposed equipment, supplies, travel, services and other expenses.
- Resumes or vitae of no more than two pages each for all key personnel must be included.
- Partnership statements, if applicable.

SECTION V. APPLICATION REVIEW INFORMATION

V.A. IMLS will determine whether applicants are eligible and whether an application is complete.

V.B. All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following **Evaluation Criteria**:

V.B.1. Project design

- Extent to which the project defines the activities and services that will address the need.
- Extent to which the proposal reflects an understanding of technology as it relates to libraries and museums and to current needs of the field.
- Extent to which the project reflects an understanding of general planning issues related to professional library and museum conferences.
- Extent to which the project reflects an understanding of and experience in the design, delivery, and management of such efforts.

V.B.2. Project resources: time; budget; personnel; management plan

- Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives.
- Evidence of ability to develop, deliver, and manage the project.
- Evidence that the project activities will be effectively completed, that the applicants are capable of carrying out the project to its successful conclusion through the use and management of resources including money, facilities, equipment, and supplies, and that financial management will be sound.

- Evidence that the project personnel are qualified to accomplish project goals and activities.
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses.

V.B.3. Publicity Plan

- Evidence that applicant has sufficient resources and knowledge to publicize the conference widely to likely participants.
- Evidence that a variety of appropriate media will be used to communicate information about the conference to likely participants.

SECTION VI. AWARD ADMINISTRATION INFORMATION

VI.A. Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee of profit (or other increment above allowable cost) is allowed.

For nonprofit organizations except colleges and universities, the provisions of Office of Management and Budget (OMB) Circulars A-110 ("Uniform Administrative requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations") and A-122 as amended, will be incorporated by reference into the Cooperative Agreement.

For colleges and universities, the provisions of OMB Circulars A-110 and A-21 ("Cost Principles for Educational Institutions"), as amended, will be incorporated by reference into the Cooperative Agreement.

For units of state and local governments and federally recognized Indian tribal governments, the provisions of the government-wide Common Rules issued pursuant to OMB Circular A-102 and codified by the Institute of Museum and Library Services as "Part 1193-Uniform Administrative Requirements for Grants and Cooperative Agreements," OMB Circulars A-128 ("Audits of State and Local Governments") and A-87 (Cost Principles Applicable to Grants and Contracts with State and Local Governments) will be incorporated by reference into the Cooperative Agreement.

VI.B. Terms and Conditions

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for IMLS Discretionary Awards (see <http://www.ims.gov/pdf/GTC0606.pdf>).

Except as otherwise stated in the Program Solicitation, all terms and conditions of IMLS Laura Bush 21st Century Librarian Program 2007 guidelines will apply (see guidelines at http://www.ims.gov/applicants/grants/pdf/L21_2007.pdf, pages 42-47.)

VI.C. Assurances and Certifications

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the Cooperator hereby agrees that it will execute projects, productions, workshops, and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, Institute of Museum and Library Services, 1800 M Street NW, 9th Floor, Washington, DC 20036.

Certification Concerning Debarment, Suspension, and Other Responsibilities

In compliance with 45 CFR Part 1185,

1. The Cooperator certifies to the best of his or her knowledge and belief that the Cooperator and its principals:

- (a) Are not presently excluded or disqualified;
- (b) Have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 45 C.F.R. 1185.800(a); and
- (d) Have not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

2. The Cooperator further certifies that the Cooperator and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by

persons at the next lower tier with whom the primary tier participant enters into covered transactions.

Where the Cooperator or any lower-tier participant is unable to certify to this statement, it shall provide an explanation to the IMLS Grants Office.

Delinquent Debt Certification

The Cooperator certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances, and benefit overpayments.

Drug-Free Workplace Act Certification

The Cooperator certifies, as a condition of the award, that the Cooperator will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application, upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

VI.D. Reporting

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports must be submitted on the required forms [either SF 269, Financial Status Report (long form), or SF 269A, Financial Status Report (short form)].

Failure to comply with the reporting requirements may result in the loss of current or future funding from IMLS.

SECTION VII. AGENCY CONTACTS

For information on this solicitation, write or call:

Susan Malbin, Senior Program Officer
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1800 M Street NW, 9th Floor
Washington, DC 20036-5802

Telephone: (202) 653-4768

E-mail: smalbin@imls.gov

SECTION VIII. OTHER INFORMATION

Rejection and Award

IMLS reserves the right to reject any or all proposals.